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ORGANIZATION AND FUNCTIONS OF THE
COORDINATION BRANCH, EXECUTIVE OFFICE, CIG

OFFICE OF THE CHIEF

1. Supervises all planning in close liaison with the participating Departments and other CIG subdivisions.
2. Coordinates and supervises the execution of approved plans, policies and actions.
3. Prepares briefs and data for use of the Director.
4. Conducts periodic and special inspections of CIG and participating departmental agencies.
5. Coordinates, supervises and directs the conduct of approved special projects when such functions cannot be properly performed by other CIG subdivisions.
6. Furnishes representatives on interdepartmental bodies in which CIG has a substantial but not predominant interest.
7. Advises and assists the Director on public relations matters.

SECRETARIAT, NIA

1. Furnishes Secretariat for NIA pursuant to paragraph 10 of NIA Directive No. 1.
2. Furnishes Secretariat for Intelligence Advisory Board.
3. Secretary, NIA, also serves as Asst. Chief of Branch, acting for Chief in his absence and as directed.

ADMINISTRATIVE SECTION

Performs administrative and security functions as directed by the Chief.

PLANNING AND CONTROL DIVISION

1. Initiates, supervises and reviews all plans, policies and actions to be submitted to the Director, in close liaison with the participating departments and other CIG subdivisions.
2. Coordinates and supervises the execution of approved plans, policies and actions, both within CIG and participating Departments.
3. Utilizes Inspection Section in accomplishing 2., and reviews inspection reports for necessary action.
4. Prepares briefs and data for use of Director.

INSPECTION DIVISION

1. Makes periodic and special inspections of CIG and participating Departmental agencies to check efficiency and effectiveness of operations conducted pursuant to directives by NIA or Director.
2. Reports findings and conclusions to Planning and Control Section.

SPECIAL PROJECTS DIVISION

1. Coordinates, supervises and directs the conduct of special projects approved by the Director when such functions cannot be properly performed by other CIG subdivisions.
2. Furnishes representatives on interdepartmental bodies in which CIG has a substantial but not predominant interest.
3. Advises and assists Director on public relations matters, after consultation with interested CIG subdivisions.

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